



PROCEDURES TO HOST A GOLF OUTING

Three weeks before outing.....

- Select your golf course and contact course to be sure it's available on date of outing

Two weeks before outing.....

- Contact your golf course to arrange 3 tee times preferably beginning before noon on date of outing and confirm cost (be sure to ask if range balls are included).
- Send an email to Communications Chair (BarbaraArk@aol.com) with details so an email can be sent to invite ASGA members. Be sure to include: date, golf course information-name, address, phone number, cost, tee times (if you have them), your email address, and cut-off date to sign up. Also, you may want to include the format you chose for the outing and what the cost will be (optional for those who chose to participate).

One week before outing.....

- Send emails to each member who sent an RSVP to confirm you have them signed up.
- Prepare pairing sheet (see spreadsheet provided). Email your completed pairing spreadsheet to your golf course contact/Pro. Be sure to cancel any tee times you are not using.
- Send an email to all who will play with tee times/pairings.

Day of outing....

- If there is inclement weather, contact the golf course to find out the playing conditions. Notify players at least 2 hours in advance.
- Coordinate game: collect money from those who want to participate in the game. After golf, collect scorecards, etc., to determine winners. Award prizes to winners.
- Arrange a meeting place for dinner after the outing and invite everyone.

One week after outing....

- Send an email to Communications Chair (BarbaraArk@aol.com) with a brief summary for the newsletter. Include golf course, number of players, winners, restaurant, etc.

Thank you so much for hosting an ASGA golf outing!